

CURRICULUM MANAGEMENT ISSUE PAPER NUMBER 13
--PROPOSED CHANGES IN TRAINING AND QUALIFICATIONS FOR
FINANCE/ADMINISTRATION POSITIONS--

BACKGROUND

The approved curriculum identifies nine job aids which, in conjunction with the Fire Business Management Principles S-260 course, support the training needs of finance/administration positions from entry level through unit leader.

CURRENT STATUS

Based on the project leader's analysis of the training needs for these positions, when provided with the new Interagency Incident Business Management Handbook (IIBMH), we felt that there may need to be some reductions to this curriculum. During the first meeting of the finance/administration development group, we asked them to conduct a further analysis to determine if all of the identified job aids were needed. The attached memorandum contains the results of the group's analysis. It recommends the elimination of the eight job aids; the addition of a 200 level "Practical Exercises for Finance" course; and modifications to the qualifications requirements for procurement unit leader, cost unit leader, and commissary manger positions.

RECOMMENDATION

The NIFC National Fire and Aviation Training Support Group agrees with the recommendations of the development group that

1. The following eight job aids be eliminated from the curriculum:

- J-261 Time Recorder Personnel
- J-262 Time Recorder Equipment
- J-263 Claims Manager
- J-264 Compensation-for-Injury Manager
- J-266 Commissary Manager
- J-362 Cost Unit Leader
- J-363 Compensation/Claims Unit Leader
- J-365 Time Unit Leader
- J-368 Time Unit Leader

2. That a new course entitled "Practical Exercises for Finance" be added to the curriculum. We further recommend that this course be numbered S-261.
3. That, when the Wildland Fire Qualifications Subsystem Guide and the position task books are revised, the following changes be made in the qualifications for finance/administration positions:
 - a. That tasks in the position task books be cross referenced with the IIBMH.
 - b. That the experience requirement for procurement unit leader be modified to eliminate "current agency procurement authority" and substitute "the person must have contract administration skills." The requirement for experience as a personnel time recorder should also be added to this position.

- c. That the experience requirement for cost unit leader be modified to eliminate "satisfactory performance in agency cost accounting procedures" and substitute "the person must have agency related cost estimation and analysis duties."
- d. That the experience requirement for commissary manager be modified to eliminate "agency specific for imprest or property management" and substitute the word "none."
- e. That suggested training for all entry level finance/administration positions include Practical Exercises for Finance, S-261.

ACTIONS REQUIRED

Upon approval of this recommendation

1. The NIFC National Fire and Aviation Training Support Group will direct the development group in the revision of Fire Business Management Principles, S-260 and the new course Practical Exercises for Finance, S-261. When Unit Leader S-320 is developed, we will ensure the inclusion of a 16 hour block of instruction for the finance section.
2. The ICS Working Team will need to make appropriate changes to the qualifications system during the revision of the 310-1.

APPROVED:

George H. Martin
Chairman, Training Working Team

John Philbin
Chairman, ICS Working Team

3/15/96
Date

4-3-96
Date

CURRICULUM MANAGEMENT ISSUE PAPER NUMBER 14
--TRAINING FOR DISPLAY PROCESSOR AND STATUS/CHECK-IN RECORDER--

BACKGROUND

The approved curriculum identifies the following courses and job aids for entry level positions in the Planning Section:

S-244 Field Observer
J-244 Display Processor
J-248 Status/Check-In Recorder

The approved curriculum provides for an S course in lieu of a job aid, if the development group determines that a course is necessary.

CURRENT STATUS

The development group has analyzed the position task books and resulting training needs for these positions in considerable detail and recommends that an S course be substituted for a job aid for the Display Processor and Status/Check-in Recorder positions (see attached memo).

RECOMMENDATION

The NIFC National Fire and Aviation Training Support Group agrees with the recommendations of the development group. In order to implement these changes in the curriculum, we recommend the following numbering changes:

1. J-244 Display Processor should be changed to S-245. This will designate the product as an S course and change the numeric so as not to conflict with the numeric for Field Observer.
2. J-248 Status/Check-In Recorder should be changed to S-248.

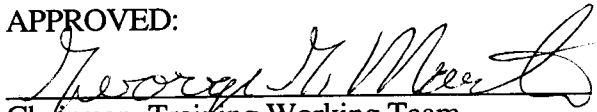
ACTIONS REQUIRED

Upon approval of this recommendation

1. The NIFC National Fire and Aviation Training Support Group will direct the development group in the completion of the following S courses and related job aids:

S-244 Field Observer
S-245 Display Processor
S-248 Status/Check-In Recorder
2. The Training Working Team will need to coordinate these changes with the ICS Working Team so that the new S course numbers will be reflected in the update of the 310-1.

APPROVED:


Chairman, Training Working Team


Chairman, ICS Working Team

3/15/96
Date

4-3-96
Date

CURRICULUM MANAGEMENT ISSUE PAPER NUMBER 15
--CHANGE IN COURSE TITLE, NUMBER, AND TARGET GROUP FOR PRESCRIBED
FIRE MONITORING AND ANALYSIS Rx-290--

BACKGROUND

The approved Prescribed Fire Curriculum identifies Prescribed Fire Monitoring and Analysis Rx-290 as suggested training for the Prescribed Fire Behavior Monitor (RXFM).

CURRENT STATUS

The development group has analyzed the position task books for the Prescribed Fire Behavior Monitor, the Prescribed Fire Behavior Specialist (RXFS), and the Field Observer (FOBS) positions. Based on this analysis the group has determined that

- the RXFM and FOBS positions are nearly identical and that, with a minor change, the Field Observer S-244 course will meet the training needs of both the FOBS and RXFM positions. The S-244 development group has agreed to make this change so that the course can meet both needs.
- there is still a need for training in prescribed fire monitoring and analysis, however this training is more appropriate for the RXFS position. Also, subject matter complexity dictates that this course be taught at a regional level or equivalent. The group is recommending that the course entitled Prescribed Fire Monitoring and Analysis be numbered Rx-390.

See attached memorandum for additional information.

RECOMMENDATIONS

The NIFC National Fire and Aviation Training Support Group agrees with the recommendations of the development group that:

1. Prescribed Fire Monitoring and Analysis Rx-290 be replaced by Prescribed Fire Monitoring and Analysis Rx-390.
2. That the Rx-390 course be suggested training for Prescribed Fire Behavior Specialist (RXFS).
3. That suggested training for the Prescribed Fire Behavior Monitor Position (RXFM) include Field Observer S-244 instead of Rx-290.

ACTIONS REQUIRED

Upon approval of these recommendations:

1. The NIFC National Fire and Aviation Training Support Group will direct the development group for Rx-290 to proceed with development of Rx-390 for training of the RXFS position. The development group for Field Observer S-244 will be instructed to continue with the agreed modification.

2. The Prescribed Fire and Fire Effects and the Training Working Teams will need to reflect this change in the approved NWCG Prescribed Fire Curriculum.
3. The Prescribed Fire and Fire Effects and the Training Working Teams will need to coordinate these changes with the Incident Operations Standards Working Team so that appropriate changes will be reflected in the update of the 310-1.

APPROVED:

Bill Lambert
Chairman, Prescribed Fire and Fire Effects Working Team

3/17/97
Date

George G. Mendenhall
Chairman, Training Working Team

4/7/97
Date

CURRICULUM MANAGEMENT ISSUE PAPER NUMBER 16

CANCELLATION OF TOOL AND EQUIPMENT SPECIALIST (J-256) JOB AID

BACKGROUND

The position within the Incident Command System (ICS) entitled Tool and Equipment Specialist was listed in the Executive Summary (Modifications to the Wildland Fire Training and Qualifications System, 1991) as a position scheduled to be developed as a job aid. A decision was made by the development group, not to develop the job aid.

CURRENT STATUS

The development group was charged with the development of three job aids; Ordering Manager, J-252, Receiving and Distribution Manager, J-253 and Tool and Equipment Specialist, J-256. Although the group agreed that this is still an important position within the ICS structure, they concluded that a task book and job aid were not necessary for the following reasons:

1. The position of Tool and Equipment Specialist is not listed in the Wildland Fire Qualifications Subsystems, 310-1.
2. During the original development of tasks books for positions within the ICS, no task book was developed for this position.
3. The basic tasks listed in the Fireline Handbook NWCG 410-1 for the position are covered in other courses, i.e., Basic Firefighter, S-130.
4. In a majority of cases, the individual that would fill this position would have a background in tool use, and be experienced in maintaining and organizing tools and equipment assigned to the position.

RECOMMENDATIONS

Although the development group decided against developing a separate job aid for the Tool and Equipment Specialist, the duties, responsibilities and skills needed for the position are listed in the job aid for Receiving and Distribution Manager, J-253. The Tool and Equipment Specialist position is supervised by the Receiving and Distribution Manager in the Supply Unit. This will give the Receiving and Distribution Manager an evaluative tool with which to evaluate the Tool and Equipment Specialist.

The tool and equipment section of the Receiving and Distribution Manager job aid includes: Laying out the tool and equipment work area, maintaining tools and equipment (sharpening, inspecting), safety of the area (using a power grinder and/or hand sharpening) and security of the area.

For these reasons, the development group felt that it is not necessary to develop a separate job aid for the position of Tool and Equipment Specialist.

ACTIONS REQUIRED:

Upon approval of the recommendation:

Delete Tool and Equipment Specialist (J-256) from Appendix B of the 310-1.
Appendix B is the only location the Job Aid or position is mentioned.

APPROVED:

Mark R. Bayless
Chairman, Training Working Team

12/20/11
Date

CURRICULUM MANAGEMENT ISSUE PAPER NUMBER 17 CANCELLATION OF UNIT LEADER (S-320) SKILLS COURSE

BACKGROUND

See attached memorandum (Unit Leader S-320)

CURRENT STATUS

The subject matter experts and project leaders charged with the development of the Unit Leader course do not agree with the concept of the course as presented in the design document. These groups felt that the course as designed would not meet the needs of the trainees for the following reason:

1. The materials and time needed by the trainees is not adequate to cover the duties and responsibilities for each of the unit leader positions.
2. The course, as designed, is too logistically complicated to be presented at the level intended for presentation.
3. A majority of the common responsibilities suggested for inclusion in the course and to be covered in the first two days of the course, are currently covered in other prerequisites training.
4. A question came up concerning the design of Unit Leader S-320. Was it to mirror Command and General Staff S-420? If this is the case, it would not work because the individuals attending S-420 are functionally qualified and are attending that course as a team building exercise. Trainees attending S-320 are as yet not qualified and are attending to learn the duties and responsibility of the individual position.

RECOMMENDATIONS

Finance/Administration

For Finance/Administration Unit Leaders we see no advantage of spending time together with all unit leaders. All Finance/Administration Unit Leaders (time, procurement, cost, and compensation/claims) should receive the same training. In other words they should be cross trained in all the Finance/Administration Unit Leader positions. This is suggested because the overall accomplishment of the Finance/Administration function on an incident requires overlapping knowledge and skills among the unit leaders. To qualify in subsequent Finance/Administration Unit Leader positions would require completion of that task book.

Another original concept of S-320 was to end the course with some kind of simulation exercise involving all unit leaders. In theory this sounds good, but probably isn't very practical for the field or agencies/units conducting the training. Exercises, quizzes, and a final test will be sufficient for Finance/Administration unit leaders keeping in mind the final evaluation for becoming qualified is completion of the task book.

Planning

Both sets of Planning Section subject matter experts have concluded that a common S-320 unit leader course, augmented by job aids for each unit leader position, is inadequate to the needs of the section. After the last workshop the groups recommend the following course design:

Situation Unit Leader S-346, will be the most lengthy and time consuming of the planning section training. Situation calls for special skills, especially in maps and displays, which are not addresses in prerequisite and these will have to be provided in the training. A job aid cannot adequately cover these hands-on skills.

In both the Demobilization Unit leader S-347 and Resources Unit Leader S-348 courses the SMEs felt that these positions are complex enough that a job aid alone is not sufficient training. Also since Resources and Demobilization frequently work closely together and sometimes reside in the same individual (depending of the size of the incident) there could be some cross training for these positions.

Documentation Unit Leader S-342 would be sufficiently supported by a job aid.

Logistics

Logistics is distinctive in that there are six completely different jobs involved. None of the units have any commonality.

Two of the units, Food and Facilities, deal with the National Catering/Shower Contract. The subject matter experts felt at a minimum that an 8 hour session on the contract administration was needed and that a job aid or general unit training would be unsatisfactory in preparing an individual for these positions. The individuals filling these positions are managing millions of dollars of the governments money. A job aid would not be able to adequately cover the tasks that are involved with these jobs.

Communications Unit leader training applies to the management of one of the most important support systems on the incident. With out proper communications, the management team for that incident, safely, can not send resources to line. The suggested prerequisites for the position addresses nothing on planning or designing of a incident communication system.

Supply, Ground Support and Medical Unit SME's also recommend that a job aid and 8 hours of general classroom training would not provide adequate time to completely cover the duties and responsibilities of their respective unit leader positions.

The development unit and assigned subject matter experts would like to design courses that are simple but effective, user friendly in their presentation and still meet the needs and objectives of each position. The current design of the Unit Leader S-320 would not meet that criteria. The project teams believes that the proposed design for Planning, Finance/Administration and Logistics will meet the needs of both the field and the prospective trainees. In all positions the final evaluation is the task book. The project teams felt that the suggested proposals would better prepare each individual trainee for their position, than would S-320.

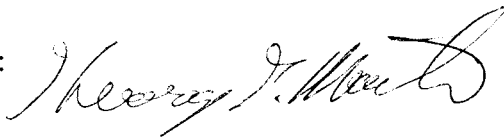
ACTIONS REQUIRED:

Upon approval of the recommendation:

Delete Unit Leader, S-320 and the Job Aids listed in the 310-1 except for J-342 Documentation Unit Leader.

Replace the job aids with the following skills courses and add the skills courses to the 310-1; Resources Unit Leader, S-348, Situations Unit Leader, S-346, Demobilization Unit Leader, S-347, Facilities Unit Leader, S-354, Ground Support Unit Leader, S-355, Supply Unit Leader, S-356, Food Unit Leader, S-357, Communications Unit Leader, S-358, Medical Unit Leader, S-359 and Finance/Administration Unit Leader, S-360 (all finance/admin. units would be cross trained).

APPROVED:



Chairman, Training Working Team

5/20/98

Date

